

ATTACHMENT E-SERVICE NARRATIVE- Healthy Families Indiana

SERVICE NARRATIVE FY 2012-2014

Respondents should provide one service narrative included in the proposal. Each service narrative must address the following topics:

A. PROGRAM NAME/SERVICE STANDARD & INTAKE/REFERRAL PROCESS

The Service Narrative should describe the intake and referral process to be utilized in the program including respondent's procedure/methods for a guaranteed time frame for initiation of services.

B. SERVICE DEMOGRAPHICS(Maximum-2 paragraphs and no longer than one page)

Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. The capacity described in the narrative meets the needs of the region.

C. PRACTICE MODEL

Describe how the service delivery model is consistent with the Critical Elements and HFI Policy Manual.

D. PROGRAM EVALUATION AND REPORTING

Describe adherence to Quality Assurance, discuss any corrective action plans undertaken, and any outcomes that should be highlighted.

E. SERVICES VARY PER COUNTY

If services will vary per county proposed for, please address those differences here.